

**UNITED STATES DEPARTMENT OF INTERIOR**

**BUREAU OF LAND MANAGEMENT**

**Office of Fire and Aviation  
3833 S. Development Avenue  
Boise, ID 83705-5354**

In Reply Refer To: February 12, 1999  
1120 (FA-106)

Director's Office Instruction Memorandum No. 99-002  
Expires: 9/30/00

To: FA-100 and FA-200 Managers

From: Director, Office of Fire and Aviation

Subject: New Employee Orientation DD 2/24/99

In the Customer Results Survey in 1998 a number of items were identified that could be improved in the BLM. One of these was the identification of a new employee orientation. In conjunction with the National Training Center and in order to improve this process, Human Resources Management and External Affairs have developed a new approach employee orientation. This program focuses on new employees to BLM, however, it supports any new employee regardless of the experience level.

The responsibility of orientation lies with the supervisor. When a new employee enters on duty, normally they report to Human Resources. At that time the employee will be given an **Employee Handbook** and accompanying video. This serves as a reference guide for administrative issues and gives the new employee an overview of the BLM's functions and history. A checklist will be completed by Human Resources and given to the employee to take back to the supervisor. A **Supervisor Handbook** (attached) explains to the supervisor the important role orientation plays in supporting and retaining new employees. A video is available also and can be borrowed from Human Resources. The checklist should be completed by the supervisor and returned to Human Resources within five (5) working days. This checklist covers such areas as an introduction to co-workers, their job duties, establishing their EPPRR, and various policies and procedures including IRM access and e-mail and Internet protocol.

External Affairs will provide a brief orientation and tour of NIFC at least four times a year for new employees.

It is also realized that many BLM employees, who have been working at NIFC for years, may not have had a tour. If you or any of your employees wish to have a tour of our facility, please

call Pam Johansen at extension 5457 by February 24, 1999, and identify the number and names of employees who would be interested in a brief orientation/tour. The tour will take approximately 2-3 hours. The External Affairs Office will schedule as many tours as necessary to make sure that everyone who wishes a tour will have the opportunity.

It will take the efforts of each and every one of us to make sure our new employees feel welcome and valuable to our mission. I fully support this program and would like to see each of us work together to make this succeed.

/s/Edward W. Shepard  
Acting

1 Attachment  
Supervisor Handbook

**Distribution**

Jay Thietten, WO Liaison, MIB 5726  
Brian Eldredge, NARTC